

## **MAINTENANCE LEVY**

**Date of approval:** 13 May 1999

**Last reviewed:** June 2004

**To be reviewed as required**

### **POLICY STATEMENT:**

A **Maintenance Levy** of \$40.00 per year (payable in 4 equal instalments of \$10 per term) is payable by all families and is added to each term's fees. This levy is refundable in full at the end of the kindergarten year following the attendance of two (2) separate scheduled maintenance days/working bees throughout the year, provided that attendance has been registered by signing one's name on the Working Bee Register. \$20 will be refunded for one attendance per year; \$40 will be refunded for two attendances per year.

A Working Bee Register will be made available at every scheduled maintenance day/working bee and it is the family's responsibility to sign that Register if they attend. Failure to sign the Register may mean that a record of a family's attendance will not be noted.

Refunds will be returned during Term 4 and after all scheduled maintenance days/working bees have been conducted for the year .

In the event that a family should leave the kindergarten during the year and has attended and had recorded at least one maintenance day/working bee, that family is required to request their refund in writing to the Committee of Management who in turn shall direct the Fees Officer to attend to such refund forthwith.

### **Responsible Committee Member:**

Fees Officer

Maintenance Officer